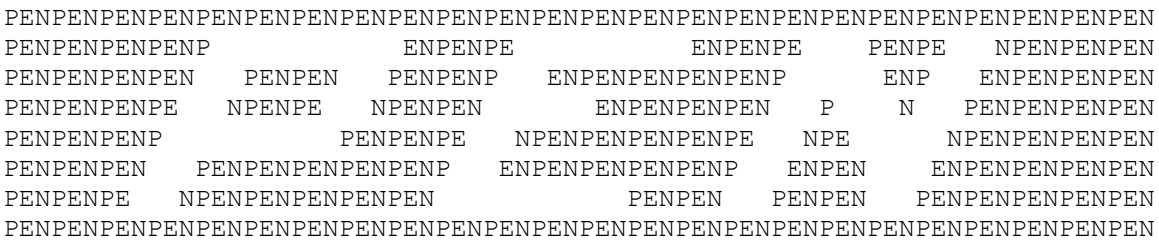

No. 30 October 1990 Oppenheimer Software

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This is the thirtieth edition of the Periodic Electronic Newsletter (PEN) for MCI Mail users assigned to Oppenheimer Software (MCI Mail agency NY4). You may respond to the PEN by typing ANSWER at the COMMAND: line that appears after you read this. This mailbox (218-0241) is toll free - you may write to it as often as you wish, at no charge! (Please note that you may order a toll free mail box - contact Oppenheimer Software for more information.)

NEED ANOTHER MAILBOX? 3
PRODUCT INFORMATION FORUM 3
'TIMES THEY ARE A CHANGING - SOON 4
BULLETIN BOARD DIRECTORY 5
YOUR HOME OFFICE 7
SOME FEE CHANGES 8
G'DDAY MATE! 9
FAX DISPATCH UPDATE 10
GRAPE EXPECTATIONS 11
WE DO WINDOWS 12
AND DESQVIEW TOO! 14
SOME OBSERVATIONS 16
HP 3000 LINK TO MCI MAIL 17
DOW TOWN 18
SERVICE INTERRUPTED TO TROUBLE SPOTS 20
MORE CONNECTIONS 21
APPLICATIONS ON PARADE 22
POWER USER 23
Till Next Time 23

>>>>>>>>>>>>>>>>>>>>
NEED ANOTHER MAILBOX?
>>>>>>>>>>>>>>>>>>>>

Need another mailbox or account on MCI Mail? A SCRIPT called NEWUSER allows you to register new mailboxes or accounts on MCI Mail, or provide referral information for others needing information. To use this feature, at the Command: prompt, type:

CREATE USING NEWUSER

Answer all questions, and follow the instructions at the end of the SCRIPT. You will be notified when the new mailbox/account is active.

The NEWUSER script has been in use for over two years. Hundreds of new accounts set up with the SCRIPT, have been up and running, usually within 24 hours.

Note. . . If you access MCI Mail via Lotus Express, Desktop Express or any of MCI Mail's LINK products, you will need to access MCI Mail via the interactive "terminal" mode.

>>>>>>>>>>>>>>>>>>>>>>>>
PRODUCT INFORMATION FORUM
>>>>>>>>>>>>>>>>>>>>>>>>

Businesses in the know sponsor lunchtime vendor forums. These meetings provide an opportunity for the area managers to become familiar with new services and products in an casual setting without taking time off to visit trade shows. Managers and employees get a chance to learn about cost saving technologies used in other areas of the company through informal discussions, and question and answer periods.

If you would like to have a MCI Mail representative come to one of your forums, please message us at mailbox 218-0241.

>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
'TIMES THEY ARE A CHANGING - SOON
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

Soon, we will be changing from Daylight Savings Time back to Standard Time. Unless you change your time settings on MCI Mail from Daylight to Standard time, the message you send at 5:00 PM saying that you are going home for the day will be time stamped 4:00 PM - your boss will love that!

If you use MCI Mail interactively, follow this dialogue:

Command: ACCOUNT

Do you wish to see your current ACCOUNT settings? NO
ACCOUNT setting you wish to change: TIME
Please enter your time zone: EST
^---(or your local time zone)
ACCOUNT setting you wish to change:
Are settings PERManent or TEMPorary: PERM
New ACCOUNT settings are now in effect.

Command:

If you are a Lotus Express user, don't forget to change your time zone there too.

Bring up the Communications Manager {ALT}{SHIFT}X, roll the cursor to the bottom of the screen and change it to EST (or your local time zone) by using the <- or -> keys.

It may also help to adjust the time in your computer. See your computer manuals for more information.

>>>>>>>>>>>>>>>>>>>>>>>>
BULLETIN BOARD DIRECTORY

>>>>>>>>>>>>>>>>>>>>>>>
Do you own a Bulletin Board on MCI Mail? Would you be interested in owning a board if you could let others know about it?

MCI Mail is pleased to announce that it is in the process of establishing a toll-free Bulletin Board Directory. The directory will be available to all MCI Mail users to facilitate access to public bulletin boards on MCI Mail. Following is all the information you will need to have your boards listed in this directory.

HOW TO ESTABLISH A LISTING

If you would like your board or boards listed, please send a message to the mailbox named Bulletin Board Coordinator with the following information for each bulletin board. The listing cannot be published unless all of the information is provided:

1. Name of the Board
What name will users type at the VIEW command to see the board?
2. Owner Pays, or User Pays?
Remember - either the owner, or the readers pay the usage charge (only $.30 per minute) - it is up to the owner.
3. A description of the board's contents IN 100 WORDS OR LESS.
What topics does the board cover? Make it brief but thorough.

The directory service is available only for boards with unrestricted access. If you have attached an Access List to a board, it cannot be listed.

If you are unsure of what bulletin boards are attached to your account, type "Enter Boards" at the COMMAND: prompt. Then type "Scan" and press {RETURN}. Your personal bulletin board directory will appear, listing the names of your boards, billing status, order in which messages are posted, and access restrictions, if any.

HOW THE DIRECTORY WORKS

When you request a listing, the information you provide will be entered into an on-line Bulletin Board called "BB Directory." Listings will be in reverse chronological order according to the date and time they are posted on-line, i.e: most recent listings first.

Listings will have a life of 30 days, after which they will be automatically deleted. TO KEEP A LISTING ON-LINE, YOU WILL BE REQUIRED TO RESUBMIT THE REQUEST EVERY 30 DAYS WITH ALL THE INFORMATION LISTED ABOVE. This is designed to ensure that Directory listings will remain current. Listings cannot be created or renewed unless all required information is provided each time.

Each time you request a new listing or a renewal, a confirmation will be sent to you notifying you of when your listing was posted, and reminding you to message MCI Mail again in 30 days.

There will be no charge to users for viewing the Directory, although the initial request,
you send a request or renewal, but that is all you will pay.

Note: MCI Mail reserves the right to edit all descriptions.

If you have any questions regarding this service, type "Help Bulletin Board Directory" for further information.

>>>>>>>>>>>>>>>>
YOUR HOME OFFICE
>>>>>>>>>>>>>>>>
Those who work at home (or plan to) might want to check out a new book, YOUR HOME OFFICE by Norman Schreiber (Harper & Row $14.95). It's a well-written, often humorous guide to handling just about every aspect of working at home. It covers such personal challenges as self-discipline, self-esteem, and dealing with the kids. It also gives specific advice on such growing-a-business requirements as electronic communications (he calls it "blip mail"), effective marketing and record-keeping systems. Schreiber has filled the book with useful information about high and low-tech products, resources, books, and organizations.
And yes, he has good things to say about MCI-Mail.

>>>>>>>>>>>>>>>>
SOME FEE CHANGES
>>>>>>>>>>>>>>>>

For the first time in nearly three years, there will be a minor change in the MCI Mail price schedule. Effective 11/1/90:

Annual fee will change from $25 to $35 per year

Graphics registration fees will change from $20 to $30 per year

Telexes sent to other MCI subscribers will be $.75/minute while telexes sent to other carriers will be $.95/minute

International telex rates will increase about 5% (Refer on-line to HELP TELEX PRICING for country's specific rates, beginning November 1, 1990.)

It is really not much of an increase at all when you consider the fact that in 1989, MCI Mail starting paying for the toll free access, lowered e-mail rates for messages 501 to 2500 bytes by 25%, and offered the Preferred Pricing Option - a 75% discount for individual users.

Free use of the MCI Mail toll free 800 numbers, the low messaging rates, and free communication access will remain as it now is.

If you know anyone who has been "thinking" about subscribing to MCI Mail, they will save $10 if they sign up before 11/1/90. If YOU have been "thinking" about registering your letterhead or signature graphics, now is the time!

>>>>>>>>>>>>
G'DDAY MATE!
>>>>>>>>>>>>

Good news from down under! Now you can send MCI Mail messages to users of Telecom Plus Australia's Keylink e-mail service and its interconnected systems. MCI and Telecom Plus Australia have opened commercial X.400 connection.

Addressing instructions are available on the bulletin board called INTL X400 ADDRESS.

Here's a sample of how to address a message to Australia (the X.400 system name is TELEMEMO):

```
TO:  DUNDEE (EMS)
EMS: TELEMEMO
MBX: OR=OLDSONG  <- This is start of the recipents address
MBX: SU=MATILDA
MBX: GI=WALTZING
```

>>>>>>>>>>>>>>>>>>>
FAX DISPATCH UPDATE
>>>>>>>>>>>>>>>>>>>

It has been determined that Remote (REMS) users need to use the "new format" for Fax dispatch addressing in order for the letterhead and/or signature registered to an ONR to print. REMS and ONR users typically type the following "old format" on their screens:

```
TO:  James Jones
EMS: Fax
MBX: Phone: 202-463-1111
```

ONR users should use the "new format" shown below:

```
TO:  James Jones
EMS: MCI Mail
MBX: FAXNo: 202-463-1111
```

The above addressing will invoke the signature and letterhead, provided each is registered correctly within the MCI Mail database, and on the Link software.

On some Office Automation links, such as DEC ALL-IN-1/Mailgate and VMSMail Link, you will have to type the new addressing within a different address collection screen, rather than the standard Fax screen, which uses the old addressing.

As always, alternate addressing and options are available, as in the following example:

```
TO:  James Jones
EMS: MCI Mail
MBX: FAXNo: 202-463-1111
MBX: Retry: 1.0
MBX: Company: ABC Co.
MBX: SFax: 202-463-1234
MBX: SPhone: 202-463-9876
```

>>>>>>>>>>>>>>>>>>>
GRAPE EXPECTATIONS
>>>>>>>>>>>>>>>>>>>

Do you belong to the Electronic Mail Association? Are you attending the Electronic Messaging '90, being held Oct. 22-24 at the Fairmont Hotel in San Francisco, CA. Please stop by the MCI booth at the show.

If you plan to attend, please let us know ASAP and we'll get you an invitation to the MCI Mail Hospitality Suite.

>>>>>>>>>>>>>
WE DO WINDOWS
>>>>>>>>>>>>>

In the software development industry, there is a trend towards designing 'Graphical User Interfaces' known as GUI (ok... MAC users - please stop smirking.) GUI's use pictures and designs for a programs interface, rather than menus and commands. The goal of GUI's is to shorten the learning curve for novice computers, and to increase the productivity of experienced one.

Microsoft Windows 3.0 is the latest entry into the GUI software field, and its interface is similar to the Mac. But in order to take full advantage of the ease of use offered by Windows, a program must be specially written for the interface.

Lotus Express will only operate properly under the Windows' GUI on personal computers that use the Intel 386 or 486 processors. The HIMEM.SYS and EMM386.SYS device drivers must reside in the CONFIG.SYS. These files are provided on the Windows' diskettes. There is an incompatibility in the keyboard routines on Intel 8088 and 80286 machines. Additionally, if your PC have a high capacity drive (more than 1024 cylinders) and you are using DOS 3.X, you may find that the SMARTDRV.SYS driver impacts both Lotus Express, as well as other applications - either switch to DOS 4.X or remove the SMARTDRV driver from your Config.Sys file.

Because Lotus Express and many other software titles were not written for the Windows' GUI, a special PIF file must be created. The PIF file tells Windows how to allocate memory and system resources. The EXPRESS.PIF should be created before Lotus Express is added to the Windows' Desktop. The PIF Editor is located under the Accessories icon. Shown below are the recommended 386 settings for Lotus Express.

Standard 386 Settings
Program Filename: EXPRESS.BAT
Window Title: EXPRESS
Optional Parameters:
Start-up Directory: C:\
Memory Requirements KB Required 300 KB Desired 640
Display Usage: O Full Screen Execution: * Background
* Windowed O Exclusive

O Close Window on Exit

Click on advanced for additional settings.

Advanced 386 Settings
Multitasking Options
Background Priority 50 Foreground Priority 100
O Detect Idle Time

Memory Options
EMS Memory KB Required 0 KB Limit 1024 0 Locked
XMS Memory KB Required 0 KB Limit 1024 0 Locked

O Uses High Memory O Lock Application Memory

```
Display Options
Video memory    * Text  O Low Graphics   O High Graphics
Monitor Ports   O Text  O Low Graphics   * High Graphics
* Emulate Text Mode     O Retain Video Memory

Other Options
* Allow fast Paste           * Allow Close When Active
Reserve Shortcut Keys   O Alt+Tab  O Alt+Esc    O Ctrl+Esc
O PrtSc    O Alt+PrtSc  O Alt+Space
O Alt+Enter
Application Shortcut Key  _____________________________
```

After all the changes have been made, Select SAVE from the FILE bar. Save the PIF as EXPRESS.PIF in the same directory as your Windows' files.

To add Lotus Express to the Desktop, click once on the group icon that you wish to add the EXPRESS.PIF file. Once the group icon is highlighted, Select NEW from the Program Manager FILE bar. Make sure that the Program Item bullet is darkened. Click on OK to continue to the next step. For description enter the name that you wish to appear below the new EXPRESS icon. For command line, enter EXPRESS.PIF. Once these changes have been made, select OK to complete the new program process.

To run Lotus Express, double click the EXPRESS icon. A DOS window will be opened and the EXPRESS.BAT file will execute. While the EXPRESS Window is on the screen, the Metro accessories will work with their normal keystrokes. Background polling will now take place. Pressing ALT-ESC will resize the EXPRESS Window to the background or to an icon, depending on the options your selected in the PIF Editor. The EXPRESS Window can be reopened by clicking once with the mouse. Lotus Express can be removed from memory by pressing CRTL-C while the EXPRESS Window is active.

>>>>>>>>>>>>>>>>>
AND DESQVIEW TOO!
>>>>>>>>>>>>>>>>>

Another popular multi-tasking environment is Desqview. The most obvious difference from Windows is its pop-up menus instead of the GUI front end.

Unlike Windows, Desqview does not require PIF files to tell it about programs - the add program screen (shown below) can usually manage a program with only 5 questions. Programs like Lotus Express, operating as a TSR with its own colors and graphics also require the use of the Advanced Options screen (also shown below).

Desqview includes a memory management utility called QEMM. On a 386 or 486 system, QEMM allows a significant portion of the Lotus Express system to reside in EMS memory, thereby freeing up valuable RAM in the lower 640 region.

Add a Program

Program Name.............: Lotus Express

Keys to Use on Open Menu: LE   Memory Size (in K): 300

```
ÄÄÄ
```

a window that would ordinarily uses Lotus Express to send messages generated by the application, a simple solution calls for your program (in its window) to put the messages into a "posting" subdirectory. At the same time, a small batch file executing in the Lotus Express window would, from time to time, check the "posting" subdirectory, and MAILFILE any documents found to Lotus Express. A simple BASIC or C program can call the BATCH file after sleeping for a specified period of time to prevent the job from taking too many CPU resources.

Desqview does allow for Lotus Express to be loaded BEFORE Desqview (this does not work with Windows). If you choose to use this approach, Lotus Express will not be running in a window. Express will function in much the same way it does under standard DOS operations, except that MAILFILE and GETFILE will still fail to work. The one problem with this approach is that less RAM is available for other applications running in Desqview windows. However, text copied {F7}{F3) from Lotus Express can be pasted {F2} into an application winning in a window!

Be sure not CLOSE the EXPRESS window while Lotus Express is communicating with MCI Mail. This can be determined by choosing the EXPRESS window and then typing {ALT}{SHIFT}X. If the status is POLLING NOW, MCI Mail is being accessed. Wait until it changes to "Will poll in x minutes/hours".

>>>>>>>>>>>>>>>>>>>>>>>>
HP 3000 LINK TO MCI MAIL
>>>>>>>>>>>>>>>>>>>>>>>>

MCI and Walker Richer & Quinn (WRQ) have announced a new gateway product, Mail Messenger/3000 for MCI Mail that connects from both HP DeskManager office system product & the PostHaste electronic mail product, to MCI Mail.

Mail Messenger operates as a gateway to MCI Mail from a corporate internal network. It requires a dedicated personal computer to act as the communication server between the customer site and MCI Mail. It handles communication to and from the host computer, as well as communication with MCI Mail at intervals preset by the system administrator. Mail Messenger monitors all activity through the gateway and maintains detailed message log files on both a session and message basis.

Costs:

Mail Messenger	$10,000 (includes first year maintenance)
Additional Mail Messenger	$5,000
REMS Account	$100

Although it is customer installable, installation is available from WRQ for $1200 plus expenses for a 2 day installation. Customer premise training by WRQ is $600 per day plus expenses.

Some of the benefits include:
>Allows existing hardware and software to reach outside the network
>Total integration with existing applications
>All delivery services of MCI Mail are available without a large investment
>Open communication with trading partners, suppliers and customers
>Transfer of all types of documents, including binary files
>Allows all activity to be monitored and tracked by the system administrator
>Multiple Node Support to accommodate any size network

Requirements include:

Dedicated PC must have:

Hard Disk (20 megabytes minimum)
(2) Serial Ports
Modem
Minimum of 512K is required for the PC
MS DOS 3.0 or higher
RS 232 cable

HP3000 Host must have:

HP3000 running MPE 5.0 or higher
HP DeskManager Version 4.0 or higher
PostHaste Version 2.0 or higher

Mail Messenger will support the entire range of Hewlett Packard computers.

Please message us at mailbox 218-0241 for additional information.
>>>>>>>>
DOW TOWN
>>>>>>>>
You are meeting with the new CEO of a prospective customer in three hours and you know nothing about him (or her). Was this a recent promotion? A move from another company? Was he (or she) Ivy league?

You may want to check out the Dow Jones News Retrieval Service for some quick answers.

At the Command: prompt, type DOW. At the next prompt, type either:

- //DJNEWS - use category code .WNEWS 01 - this is the source for the "WHO'S NEWS" column in The Wall Street Journal - comes from the news service (or Ticker). You can also try code .I/BIO 01 (BIO as in biography)
or
- //TEXT - you can use the BIO code as an industry code in the Text-Search Services database. Select the publication you wish to search - then enter your search statement as follows: BIO.IN. AND LORENZO {the CEOs name}

You can search one file (such as The Journal) or search across all files using the ALL command.

ALSO - The Dow Jones Business Newswires database (//WIRES) is now live!

//WIRES represents a major enhancement in the way Dow Jones News/Retrieval now provides access to real-time, continuously updated news. Previously, you accessed News/Retrieval by moving from one newswire database to another -- i.e. type //DJNEWS to get breaking news from the Dow Jones News Service, then type //RELEASE for access to press release information from PR Newswire and Business Wire -- NOW you can enter //WIRES and gain simultaneous access to breaking news from each of the seven newswire services available on News/Retrieval.

//WIRES includes news from the five proprietary Dow Jones newswires: Dow Jones News, Dow Jones International News, Professional Investor Report, Capital Markets Report and Federal Filings. Also available are selected, edited stories from The Wall Street Journal, The Wall Street Journal/ Europe, The Asian Wall

Street Journal and Barron's. And from the two top press release wire services -- PR Newswire and Business Wire.

Dow Jones Business Newswires gives you several options in searching the database. You may search for news from all seven newswires at once, or you may choose to search only the five Dow Jones newswires or only the two press release wires.

Here are some of the key elements of wires:

You may search for news using stock symbols and a wide range of category codes, including industry, government, geographic, statistical, product, news subject and market sector codes.

You may search by company name in the database, using the /C command.

You can combine as many as three codes in a search request -- in any relevant combination you wish -- i.e. UAL I/AIR (for news on United and the airline industry).

Continuous print capability -- you can continuously print multiple headline pages as well as multiple story pages.

Real-time access 24 hours a day. //WIRES is updated continuously from 6 p.m. Sunday through 12 noon (ET) Saturday.

The service is designed to minimize any possible duplication of stories that may arise when different Dow Jones newswires carry essentially the same story. A complete HELP guide is available by typing //WIRES HELP. This message will also service as a good hard copy guide.

>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
SERVICE INTERRUPTED TO TROUBLE SPOTS
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

Due to the complications in IRAQ, KUWAIT,and LIBERIA, it is no longer possible to send postal and courier mail to these countries. Therefore, until further notice, all postal and courier correspondence destined to these countries will be non-delivered.

>>>>>>>>>>>>>>>>
MORE CONNECTIONS
>>>>>>>>>>>>>>>>

Three new domestic e-mail services have now connected to MCI Mail for X.400 communications: GE, IBM Information Network and Western Unions Easy Link. Access to subscribers on these services is now available.

MCI has announced that it will interconnect MCI Mail, with three Scandinavian electronic mail services. The new interconnections include Denmark, Finland and Norway. In Denmark, MCI Mail will connect with The Datapost 400 service of Telecom Denmark; in Finland, with The MailNet 400 service of P&T Finland; and in Norway, with Norwegian Telecom's TelemaX 400 service.

The three interconnections, scheduled to be commercially available by November

1990, will allow subscribers of these services and interconnected systems to exchange electronic messages with subscribers of MCI Mail using the CCITT X.400 protocol, which is the international communications recommendation that allows dissimilar electronic messaging systems to communicate.

MCI Mail currently provides links to AT&T Mail, Compuserve, DACOMKorea, Dialcom, GE, IBM Information Network, INFONET, OTC, Australia, PT Postel of Italy, RTT Belgium, SprintMail, Swiss PTT, Telecom Australia, TRANSPAC France and Western Union (Easylink), as well as Internet, the nationwide umbrella encompassing 1,000 registered networks in academic, government and research communities.

>>>>>>>>>>>>>>>>>>>>>
APPLICATIONS ON PARADE
>>>>>>>>>>>>>>>>>>>>>

Even though a global travel schedule keeps him on the road as much as two weeks out of every four, Philippe R. Kahn likes to stay plugged into the action - literally.

The founder, president and CEO of Borland International, the fast-rising software developer of the popular Sidekick, Paradox and Quattro Pro products, is a mobile chief executive. He overseas Borland from anywhere in the world via MCI Mail, virtually managing the $113 million Scotts Valley, California enterprise from his desktop or laptop computer.

The entire company talks electronically. And because the fiercely competitive software industry is not a 9 to 5 business, Kahn requires that 350 of his technical and managerial colleagues out of Borland's 600 employees check their MCI Mailbox every day - Saturdays and Sundays included.

At Borland, MCI Mail is more than just a technological shortcut for communicating: it is a managerial strategy that delivers measurable results. "There are three real advantages of MCI Mail," Kahn contends. "It is non-interruptive and allows people to actually get their work done. Second, by writing things down into the computer, you have a clear mind that's not distracted by a phone call. Third, you can send messages at your convenience. It eliminates telephone tag and creates a new relationship with people that is far less stressed."

Kahn says that MCI Mail's versatility and global reach allowed him to run Borland practically by remote control for two months when crisis struck the company in 1988. Borland's European operation had problems so "acute" that Kahn and his administrative assistant moved to the company's office just outside Paris to take personal charge of the reorganization. Quickly turning the situation around, Borland has been profitable ever since.

"MCI Mail allowed us to do that, to move the corporate headquarters to Europe temporarily. Without it, it would have been real tough."

Borland staffers company-wide also use MCI Mail as a sort of electronic brainstorming tool. Kahn describes it as creating "threads" that are eventually woven together into an idea, a strategy, a product. "One person reads a message, answers it, and somebody else answers that. It becomes like a tree. Sometimes the threads lead nowhere, some of them lead to great things. It's the way this company lives."

(Excerpt from IN Magazine, Summer 1989)

>>>>>>>>>>
POWER USER
>>>>>>>>>>

Some quick hints:

When you are using Lotus Express, pressing both {SHIFT} keys at the same time allows you to view the screen immediately below the current Express window. Releasing both {SHIFT} keys returns you back to Express.

You can unload Lotus Express from RAM by pressing {ALT}{SHIFT}{END}.

Do you think your files are too large to transmit via MCI Mail? Consider compressing the files with ARC or PKZIP shareware programs. Then transmit the compressed file as an attachment. Of course the recipient will need the same program to uncompress the file. This also provides an added level of security. Compressed data is not readable until it is compressed, and PKZIP allows encryption for even more security.

Special Thanks Gary Oglesby for his contribution.

>>>>>>>>>>>>>>
Till Next Time
>>>>>>>>>>>>>>

Gary.......
MCI Mail Agency NY4
MCI ID# 218-0241
Telex: 6502180241
Tel No. 212-724-9785

subject: PEN Newsletter #31

PENPENPENPENPENPENPENPENPENPENPENPENPENPENPENPENPENPENPENPENPENPENPENPEN
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No. 31 January 1991 Oppenheimer Software

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NEED ANOTHER MAILBOX? 2
PRODUCT INFORMATION FORUM 2
THANK YOU UNCLE SAM 3
CREDIT CARD PAYMENTS 3
REMOTE CONTROL 4
LAN ACCESS TO MCI 6
FAX NEWSLETTERS 7
FAX DISPATCH TO JAPAN 8
BACKING UP LOTUS EXPRESS FOLDERS 9
LOTUS EXPRESS UPDATE:ENGLAND 10
MCI ANNOUNCES MCI EDI 400 SERVICE 11
ELECTRONIC MAIL REPLACING PAPER MAIL 12
COMMERCIAL INTERCONNECT CHART 15
POWER USER 16
TILL NEXT TIME 16

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If you would like to have an MCI Mail representative come to one of your forums, please message us at mailbox 218-0241.

>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
SERVICE INTERRUPTED TO TROUBLE SPOTS
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

Due to the complications in IRAQ, KUWAIT,and LIBERIA, it is not possible to send postal and courier mail to these countries at this time.

>>>>>>>>>>>>>>>>>>>
THANK YOU UNCLE SAM
>>>>>>>>>>>>>>>>>>>

Thanks to the pending postal increase, MCI Mail is about to become the least expensive vehicle for communications available.

While the Post office is planning to raise the price of first class postage from $.25 to $.29, and the phone company has been granted another price increase, MCI Mails Preferred Pricing Plan still offers individual users the opportunity to send up to 40 one page domestic faxes or up to 40 $1.00 electronic mail messages for only $10 per month - or $.25 per message.

Preferred Pricing is available to only one mailbox per company, and can not be use with other discounts.

Message us at mailbox 218-0241 if you would like Preferred Pricing on your mailbox.

You will never need to worry about running out of stamps.

>>>>>>>>>>>>>>>>>>>
CREDIT CARD PAYMENTS
>>>>>>>>>>>>>>>>>>>

If you are located outside of the United States and have to pay extra for the US dollar checks and overseas postage, or if you travel a lot and find yourself months behind in your bills, you may want to charge your MCI Mail usage to your credit card.

MCI Mail accepts payment by VISA, Mastercard and American Express.

If you are interested in paying for your usage by credit, please send us a note, including your credit card number, the name on the account and the expiration date. As an alternative, you can call 1-800-444-6245 with the same information. Be sure to have your customer number available (it's on your invoice) when you call.

>>>>>>>>>>>>>>
REMOTE CONTROL
>>>>>>>>>>>>>>

This might look familiar to some of you.

```
==========================================================================
TO:       Smith

There is more than one:

No.        MCI ID   Name                        Organization    Location

0 NOT LISTED BELOW. DELETE.
1 NOT LISTED BELOW. ENTER AN ADDRESS.
2        123-4567 Alan Smith                 Smith & Associa Luther, MT
3        321-4567 Deborah L. Smith           ABC West        Boise, ID
4 REMOTE 523-1234 Don L. Smith                               Atlanta, GA
==========================================================================
```

We have had a number of people ask us why some mailboxes are marked REMOTE. Contrary to some opinions, REMOTE people do not live far away, nor do they have trouble making friends.

The word REMOTE denotes the mailbox as an ONR (Off Net Registrant) - someone accessing MCI Mail from a LAN (local area network), or a mini or mainframe computer.

A typical LAN user (the exact same rules apply to mini and mainframe computers) is able to send messages to other people connected to the LAN - using a terminal to terminal electronic mail system. Within the LAN, each user has a unique username or ID. This allows another LAN user to route a message to the proper terminal.

This scheme does not however provide for any access to the "outside" world -no faxing, telexing, external electronic mail, etc. is available from within the LAN. These services are however available from commercial electronic mail services such as MCI Mail.

Although it would be possible to provide each LAN user with their own modem and phone line, a far simpler and less expensive route is to provide a single modem and phone line on the LAN for all users to share.

With the proper gateway software, the LAN communications server can be made to call MCI Mail periodically to upload and download messages for the LAN users. An unlimited number of LAN users can be accommodated through a special type of mailbox called a REMS (Remote Electronic Mail System) account.

Once the REMS account is in place, if you wanted to send a message to Don L. Smith, you would not only need to know the ID of the REMS account, but you would also need to know Dons user name or ID as it is known to the LANs internal electronic mail. A typical address might be:

```
To: Don L. Smith (ems)
EMS: 543-5432                    <-REMS account ID
MBX: DLSMITH                     <-user name on the LAN
```

Although you could probably remember Dons address if it were this simple, his address could be a great deal more complicated. If he were instead attached to a mini computer that was itself connected to the LAN, he might have a far more complicated address, possibly:

To: Don L. Smith (ems)
EMS: 543-5432
MBX: DLSMITH@PDP11@SYSOP

There is nothing easy (or obvious) about this address. To make life simple for people needing to send electronic mail to Don, he might choose to store the EMS and MBX addressing information in the MCI Mail directory itself by ordering an ONR mailbox. An ONR is not a true mailbox - it has no password per se. It only serves as a pointer to a mailbox on the LAN. Don can not log into the ONR - he must send and receive his mail from the LAN.

If an MCI Mail subscriber wanted to send a message to Don, he need only enter DSMITH or 523-1234 (the user name or MCI ID assigned to the ONR). MCI Mail would then have sufficient information to route the message through the REMS account to the LAN or mini mailbox location.

>>>>>>>>>>>>>>>>>
LAN ACCESS TO MCI
>>>>>>>>>>>>>>>>>

As more personal computers are connected to LANS, more LANS are connecting to MCI Mail.

If you are planning to install a LAN at your location, plan to provide a gateway to MCI Mail. All of the messaging features (e-mail, fax, telex and hardcopy) will be available to the LAN users through a single modem and phone line.

Use of the gateway requires a REMS account, costing only $100 to support an unlimited number of workstations. ONRs are $10 per year.

Please message us at mailbox 218-0241 for more information about any of these gateways, or for assistance with REMS and ONR registrations.

LAN MCI Mail	Gateway to Access	Developer	Intl	Price
3COM/3+ Mail	3+Reach/MCI	3COM	Yes	$595
Network Courier for MCI Mail	N.C. Gateway	Consumer Software	Yes	$595
Microsoft Mail 2.0	CommGate	Solutions Inc.	No	$695+
cc:Mail	cc:Mail Link	cc:Mail	Yes	$1295
DaVinci Mail	M-Bridge	REMS Inc.	Yes	$995
Banyan Mail	V-Bridge	CMS Inc.	Yes	$1495+
Wordperfect Office Connections	WordPerfect	WordPerfect	No	$495

>>>>>>>>>>>>>>>

FAX NEWSLETTERS
>>>>>>>>>>>>>>>

One popular application for Fax Dispatch is the production of newsletters. Because it offers variable retries up to 12 hours, automatic cover pages, and superb text quality, Fax Dispatch is ideally suited for broadcasts.

However, before attempting to produce and sell a fax newsletter, you may want to keep a few points in mind:

Keep it short -- One page is fine, two pages is about the maximum.

Offer Opinions -- A fax letter cannot be bland. Machines can't create them, only skilled editors who will explain the meaning of the news. Your opinion may differ from the prevailing perspective, and it is that difference that will make your newsletter interesting.

Stay with value added -- A fax letter rehashing a broadcast game will not sell to fans but a business sports letter might sell to teams and agents. Your reader must be motivated to pay the $.80 to $1.40 (plus your profit) per issue fax letters cost to produce. Each edition must provide at least twice that value to succeed.

Stick to a Niche -- The more successful fax letters today are letters which act as adjuncts to regular, printed letters, offering more detail. Faxed real estate listings, legislative updates, PR releases and inter/intra company communications are valued as up to the minute summaries of hardcopy reports that will follow.

Try to be Funny -- At least try to be memorable. Starting (or ending) each issue with a quip or quote gives the reader something to look forward to.

These rules, closely followed, will not by themselves assure success. You must also keep costs down, tailor your marketing to meet readers one-on-one, and as in all publishing you must wait some time for profits to roll in.

A successful fax letter requires patience, discipline, and a belief on the part of its editors that they have something important to say.

Adapted from the Teleputing Hotline

>>>>>>>>>>>>>>>>>>>>
FAX DISPATCH TO JAPAN
>>>>>>>>>>>>>>>>>>>>

If you send any faxes to Japan (Tokyo and parts of Chofu, Mitaka and Komae), be aware that the phone numbers have changed as of 12/31/90.

Phone numbers in those locations now have another digit (3) append in the front. If the you previously dialed from the US: 011-81-3-123-4567, now you

must add the digit "3" after the city code (3). The new dialing sequence is: 011-81-3-3123-4567.

If your fax number is stored in a Lotus Express distribution list, altering it is simple:

1. {ALT}{SHIFT}R — bring up Lotus Express
2. {ALT}G LISTS — go to the LISTS folder
3. scroll to the list that needs alteration
4. {RETURN} to display the list
5. scroll to the phone number that needs alteration and edit it
6. {F10}S — bring up the summary screen
7. Repeat steps 3 through 6 as needed for additional lists
8. {F10}Q — return to DOS

If your fax number is stored in an on-line distribution list:

1. Log onto MCI Mail
2. At the command prompt, type EDIT LIST
3. Enter the name of the list
4. For new list name, press {RETURN}
5. *R — to view the entire list.

For example:

To: *R

6. -xxx — deletes the incorrect entry

xxx is the full name of the incorrect entry. For Example:

To: -Sam Smith

7. [enter new fax address] — To: Sam Smith (ems)

EMS: FAX
MBX: Phone:011-81-3-3123-4567

8. At next To:, press {RETURN}

>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
BACKING UP LOTUS EXPRESS FOLDERS
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A new year, new resolutions, and its time to start a new folder for your documents in Lotus Express.

If you have used a folder called NOTES to store all of your important memos in 1990, will probably want to move the contents of the NOTES folder to another folder (lets say NOTES90) and start with an empty NOTES for 1991.

Of course you can copy them one at a time from NOTES to NOTES90, but there is a quicker way that is less likely to wear out your keyboard.

IMPORTANT: BACKUP YOUR FILES BEFORE YOU DO THIS..... JUST IN CASE.

Here we go:

1. Make your new folder on Lotus Express
{Alt}{Shift}R
{F10}Goto Folder NOTES90
2. Answer Yes to the "Create New Folder" question
3. Quit to DOS
{F10}Quit
4. Change directory to the new folder

```
CD \MAILSYS\NOTES90.FLD
5. Copy all of the files from the old folder (NOTES) to the new folder
COPY \MAILSYS\NOTES.FLD\*.*
6. Delete the messages from the old folder
ERASE \MAILSYS\NOTES.FLD\*.*
7. Rebuild the Lotus Express directories with the REBOX command:
CD \MAILSYS
REBOX NOTES NOTES90
```

>>>>>>>>>>>>>>>>>>>>>>>>>>>>
LOTUS EXPRESS UPDATE:ENGLAND
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If you access MCI Mail from overseas locations, local access into the network is provided by Packet Switching Services (PTT) in each country. In England, Mercury Communications has been popular with MCI Mail subscribers using Lotus Express or LAN gateway packages because it provided the error correction protocol X.PC.

Mercury has just announced that they will be making hardware changes on their International (MERCURY 5100) system at the beginning of 1991. One of these changes is that they will no longer support X.PC for error protection. There are no other carriers that actually support X.PC in the UK.

However, a better, faster and less expensive alternative is now available.

Mercury now supports MNP level 5 access. MNP (Microcom Networking Protocol) level 5 is a special form of error correction that includes data compression - effectively [almost] doubling the speed of your communications and [almost] halving your PTT costs.

MNP can be added to your system by replacing your existing modem with an MNP level 5 compatible modem. You will also want to disable error correction in Lotus Express or your LAN gateway program as it will instead be handled by the firmware in the modem.

There are a number of communication programs on the market that have MNP level 5 built into the code. Although they will provide the error correction and data compression benefits of MNP, they will not support binary file transfer (attachments) as Lotus Express or LAN gateway products do.

If you are currently using X.PC (or had planned to) from the UK, please drop us a note. We will work with you in the transition period to help assure a smooth cutover.

ps... It will be possible to continue using your existing modem and communications software for UK to MCI communications under X.400 by accessing Tymnets X.400 system in the US. You will however be charged an additional $.25/minute charge for the Tymnet access.

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MCI ANNOUNCES MCI EDI 400 SERVICE
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On December 3, 1990, MCI announced MCI EDI 400, an electronic data interchange (EDI) service for MCI Mail. MCI EDI 400 enables global document exchange for both X.400 and non-X.400 trading partners. MCI also announced an agreement in principle with Supply Tech, Inc., an industry-leading EDI software provider. Under this agreement, Supply Tech will enhance its STX12 PC-based software for integration with MCI Mail.

MCI EDI 400 supports all EDI standards (including ANSI X12, TDCC, UCS, WINS and EDIFACT as well as all proprietary formats) allowing users to send and receive both EDI and interpersonal messages using a single account, and provides simplified "sender pays" billing. Users also have access to all the delivery options of MCI Mail including e-mail, facsimile, telex, postal and courier delivery.

EDI is the electronic exchange of structured business documents such as purchase orders, invoices, and bills of lading that provides a more efficient alternative to paper form processing. X.400 is the internationally agreed-upon protocol for electronic mail exchange which allows communication between dissimilar messaging systems. In addition to its current X.400 service, which supports both EDI and IPM transport, MCI has also committed to the development of an X.400 Message Handling System which meets the full requirements of the latest internationally agreed upon X.400/X.500 CCITT standards.

MCI Mail has two on-line SCRIPTS demonstrating simple EDI applications. The first one is an example of a purchase order that generates an ANSI X12 compliant (intended for computer to computer applications) purchase order, while the second one produces a "human readable" form for use in e-mail or fax delivery.

Simply sign-on to MCI Mail interactively. At the command prompt, type "CREATE USING X12 PO". You'll be prompted for basic information needed to complete a purchase order, which when commanded to be sent, is TRANSLATED AND REFORMATTED TO ANSI X12!

Another SCRIPT called PURCHASE ORDER (CREATE USING PURCHASE ORDER) produces a more user-friendly PO for use by human readers, or perhaps for fax or telex delivery.

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ELECTRONIC MAIL REPLACING PAPER MAIL
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Besides reducing costs and eliminating lost messages, electronic mail (when compared to paper messages) is environmentally sound.

According to a Computer Reseller News Benchmarks/Gallup poll of MIS managers of large and small companies, a large percentage of businesses have replaced hardcopy inter-company correspondence with electronic mail.

Frequency of E-mail replacement	Fortune 1000	Dun & Bradsteet
All of the time	2%	1%
Most of the time	39%	23%

Occasionally	47%	44%
Rarely	10%	31%
Don't Know	2%	1%

>>>>>>>>
DOW TOWN
>>>>>>>>

The newest service to be added to DJNR's long list of available databases is //WIRES. //WIRES represents a major enhancement in the way Dow Jones provides access to real-time news. No longer are you forced to move from one database to another to get the latest breaking news stories. Now you can enter //WIRES and get simultaneous access to five proprietary Dow Jones newswires and two press release wire services: DJ News, DJ International News, Professional Investor Report, Capital Markets Report and Federal Filings, PR Newswire, and Business Wire.

When on-line, you may search for news from all seven newswires at once, or may choose to search only the five Dow Jones newswires or only the two press release wires. The service is designed to minimize any possible duplication that arises when two competing newswires carry the same story.

//WIRES now allows up to the minute following of a crisis in progress.

Access Dow Jones by typing DOW at the Command prompt. At the next prompt, type:
//WIRES N/NWS

A listing of crisis related stories will appear. Simply enter the number of the story you want to read.

Type DISC to return to MCI Mail.

The //TRACK service enables you to create up to five customized news and information profiles, each tracking up to 25 companies or news categories. //TRACK automatically retrieves [from Dow Jones News (//DJNEWS) and Enhanced Current Quotes (//CQE)] current stock quotes and recent business news for each company in the profile. The $8 per month fee covers any number of profiles.

If you plan to use //TRACK, we suggest you print out the //TRACK HELP (charges are per minute) file. This file gives valuable information about the service and instructs you how to change the profile contents. Setting up, modifying and deleting profiles is relatively simple and requires that you identify your profiles with your own Personal ID Number (PIN).

Call Dow Jones Customer Service 1(609)452-1511 to CANCEL your PIN when you have finished using all profiles. Otherwise, the $8 per month fee will continue.

Stay in touch with current Dow Jones prices and schedules by reading the //FYI database. Charges don't begin until you enter any one of the databases (except //FYI which is FREE all the time).

Special Notes:

PRIME TIME VS. NON-PRIME TIME: Prime time usage is between 6 am and 9 pm Eastern time. BEWARE!! The price difference between prime and non-prime is significant, and if you log on before 9:01 pm Eastern Time, prime time charges are applicable for the entire session.

BAUD RATE DIFFERENTIAL: Customers with 2400 baud modems, vs. 300 or 1200 baud, will be charged an additional $0.36/information unit in prime time and $0.09/information unit in non-prime time. An information unit consists of 1,000 characters including spaces and return keys. Although the information unit charge is higher for 2400 baud access, the reduced time on-line (remember 2400 baud is 8 times faster than 300 baud) will result in lower overall charges.)

ONE MINUTE MINIMUM: Once you enter a database, there is a one minute minimum charge. If you log on to a database, use it for at least one minute to learn about what that database offers.

CHANGING DATABASES: You are charged a one minute minimum for each database you log onto even if you don't do anything in the database. You will save money and time if you pre-plan which databases you will enter before going on-line.

HELP FILES WITHIN DATABASES: Each of the nearly 60 databases includes its own HELP file. You must access the HELP file while in the database which means you will be charged at the per minute rate. You should print out a copy of the HELP file if you plan to use the database periodically. This way you have reference materials you paid for only once.

>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
COMMERCIAL INTERCONNECT CHART
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The MCI Mail service currently has commercially available interconnections with the following messaging systems and administrations. All are X.400 interconnections except those marked with an asterisk:

Administration	REMS, ADMD Name or DDA=NAME	Mail System
AT&T Mail	ATTMAIL	AT&T Mail
Belgium RTT	RTT	DCS.MAIL
Compuserve *	COMPUSERVE	Easyplex, Infoplex
DACOM Korea	DACOMMHS	DACOM-Mail 400
DASNET *	DASNET	
GE	MARK400	QUIK COMM, EDI*NET
Internet *1	INTERNET	BITNet
CSNNet		
NSFNet		
MILNet		
NSNNet		
ESNet		
...and a host of smaller subnets on INTERNET		
Infonet	INFONET	Notice
Missive *	MISSIVE	

NT Norway	TELEMAX	TelemaX.400
SprintMail	TELEMAIL	SprintMail
Swiss PTT	ARCOM	
Telecom Australia	TELEMEMO	Keylink
Western Union	WESTERN UNION	EASYLINK

Note: * denotes Non-X.400 interconnection
1 Currently an experimental gateway

>>>>>>>>>>
POWER USER
>>>>>>>>>>

Currently, 584 SMITHS use MCI Mail, including 51 JSMITHs, and 48 SSMITHs. Any JSMITH or SSMITH offering only their user name when asked their MCI ID is going to cause their correspondent a lot of trouble.

We strongly urge you to use your MCI ID instead of your user name to your calling card and correspondence. It is only seven digits, no longer than your phone number, and you are always assured of it being one of a kind.

As electronic mail grows worldwide, you will be communicating with other people on X.400 compliant systems. If you supply your X.400 correspondents with your MCI ID, they'll be able to reach you using that information alone. Otherwise, they may need to use several lines of identifying information to assure delivery to your mailbox.

>>>>>>>>>>>>>>
TILL NEXT TIME
>>>>>>>>>>>>>>

To our colleagues, clients and friends serving in the Persian Gulf -

Come home safe
Come home soon

Gary.....
MCI Mail Agency NY4
MCI ID# 218-0241
Telex: 6502180241
Tel No. 212-724-9785